



CAREER OPPORTUNITY

CITY OF LA HABRA, CALIFORNIA

HUMAN RESOURCES DEPARTMENT * P.O. BOX 337 * 90631

201 E. LA HABRA BLVD. * LA HABRA, CA * (562) 383-4000

CIVIC CENTER

Administrative Aide* T-50/1

*\$3,129/mo. - \$4,402/mo. (\$18.051/hr. - \$25.399/hr.)

**\$3,314/mo. - \$4,663/mo. (\$19.118/hr. - \$26.901/hr.)

The City of La Habra is conducting a recruitment to fill the position of Administrative Aide in the Community Preservation Division of the Community and Economic Development Department, and to establish an eligibility list for future openings. Employees hired after January 1, 2013 and who are new to CalPERS, or are returning CalPERS members with a break in service greater than six months, will be enrolled in the 2% @ 62 retirement plan formula and will be required to pay 50 percent of the normal PERS cost.

Definition: Under supervision of the Community and Economic Development Director and the Community Preservation Manager, the Administrative Aide provides staff support for clerical services to the division; performs a variety of clerical duties which include, but are not limited to proficient understanding and use of MS Office 2010 Suite software programs (i.e. Word, Excel, Power Point, and Outlook) and complex administrative work; provides a high level of customer service, interacting with the public and other employees; responsible for highly specialized correspondence, reports, and documents. The position will also assist at the front counter and provide services related to Building and Planning.

Essential Duties (*Duties may include, but are not limited to the following*):

- Composes correspondence, memoranda, reports, and other materials from rough draft, verbal instruction, or own knowledge.
- Proofs, assembles, and reviews a variety of data for completion and conformance with established regulations and procedures.
- Obtains, provides, or applies information; implements departmental policies, procedures, and a variety of laws, rules and regulations relating to development in the City.
- Answers incoming calls and routes callers to appropriate staff; responds to public inquiries and provides information which requires an understanding of Department policies and procedures.
- Makes appointments and schedules meetings; arranges conference rooms or other meeting facilities; coordinates and makes travel arrangements and other special engagements.
- Takes minutes and prepares summaries of meetings and conferences.
- Performs general accounting duties including preparing payment requisitions and vendor invoices, resolves billing issues; maintains documentation and records of purchases.
- Compiles statistics.
- Operates a variety of office equipment including computer, scanner, printer, copier, and facsimile machine.

- Researches and prepares reports.
- Orders office supplies and equipment.
- Sorts and distributes incoming and outgoing correspondence and mail; prepare and execute mailings.
- Maintains files and compiles data for reports.
- Performs other related duties as required.

Qualifying Knowledge, Skills, and Abilities:

Knowledge of:

- Modern office methods, procedures, practices, and equipment, including computer and software equipment.
- Methods and techniques of effective customer service.
- Correspondence practices.
- Grammar, punctuation, and spelling.
- Record keeping and filing systems.
- Must have extensive knowledge of Comcate, Microsoft Word, Excel, Power Point, and Outlook.

Ability to:

- Type at a minimum of 45 words per minute.
- Prepare complete and accurate reports.
- Take notes and minutes of meetings.
- Communicate effectively orally and in writing.
- Maintain confidential information and ensure its continued security.
- Complete assignments on a timely basis and meet deadlines.
- Establish and maintain professional relationships with others.
- Provide excellent customer service to members of the community and all those contacted while performing job functions.

Training & Experience: Any combination of education and experience that provides the qualifying knowledge, skills, and abilities. Must type a minimum of 45 wpm. Must have proficient skill in the use of Windows operating system and Microsoft Office 2010 Suite software.

Certificates & Licenses: Must possess and maintain a valid California Class C driver's license.

Application Procedure: Applications are available on the City's website at www.lahabrac.gov or in the Human Resources Department. Completed applications and resume **will be accepted until 5:30 p.m. on Thursday, June 30, 2016.** Resumes will *not* be accepted in lieu of a completed City application. Applications will be screened and those applicants deemed best qualified will be invited to participate in a written exam. Those candidates who are successful in the written exam will be invited to participate in an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification, DMV check and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

This bulletin is not a contract, neither expressed nor implied. Any provision herein may be modified or revoked.

*Hired on or after 7/1/2010

**Hired before 7/1/2010